

Tompkins County Tourism Application Process

Creating an Account in Apricot

Note: If you had an account in the previous CI ODM system, you do not need to create a new account in Apricot.

1. Go to <https://goo.gl/YVTqV6>
2. Complete all fields
3. Click "Save Record"

Agency User Profile

User Profile ▾

User Creation

*Username

customer_care@apricot.info


*Password

*Name

First Name

Middle name

Last Name

*Agency Name 

*Registering for: (hold Ctrl Key to select more than one)

United Way of Tompkins County

Tompkins County Tourism Program

Legacy Foundation

Record Options ▾

Save Record

Close

Record Save Checklist ▾

Required Field Checks ✖

User Creation

*Agency Name 

*Registering for: (hold Ctr...

Field Validation Checks ✔

Logging in to Apricot


URL: <https://ctk.apricot.info>

The screenshot shows the Apricot login interface. At the top is the Apricot logo with the tagline 'by ctk | software for nonprofits'. Below this is a 'Server/Location' dropdown menu set to 'Apricot.info (US)'. There are two input fields: one for the email address (containing 'youname@email.com') and one for the password (containing 'Password'). A 'Login to Apricot' button is positioned below the password field. To the right of the email field is a callout bubble labeled '1' with the text 'your email address'. To the right of the password field is a callout bubble labeled '2' with the text 'your current password'. To the right of the login button is a callout bubble labeled '3' with the text 'click to login'. Below the login button is a link that says 'Forgot Your Password?'. A red box highlights this link, with a callout bubble labeled 'click for reset email' pointing to it. At the bottom of the page, the text 'Security TechKnowledge' is visible.


1. User Name: Your email address is your user name (typically the Executive Director/CEO's email)
2. Password: Your current password
3. Click on Login to Apricot to access the site

NOTE: If you do not remember your password, click on "forgot your password?" to receive an email message with reset instructions.

NOTE: Apricot is recommended for use in Google Chrome or Firefox. Internet Explorer is not compatible.


my apricot help center

United Way of Tompkins County
 Test Agency
 Agency Users



Expand All

Search Records

Agency Intake
 Community Care Program Funding Application
 Hunger & Food Security Program Funding Application
 T. Merrell Shipherd Flexible Fund Program Funding Application
 Youth and Philanthropy Application
 FOCUS Application Form
 Tompkins County Tourism Application
 Tourism - Celebrations Application
 Legacy Foundation Grant Application
 Ithaca College Student United Way Grant Application
 Agency User Profile

Open/Close

Apricot Bulletins

Welcome to Apricot! ▶

UWTC Agency Announcements

Fall 2015 Welcome Applicants ▼

Tompkins County Tourism

Tompkins County Tourism Fall Grants

Tompkins County Tourism's Fall 2015 Grant Cycle is now open. The following grants are available:

- New Tourism Initiative Grants - Due 9/21, 11:00 a.m.
- Community Celebrations Grants - Due 9/21, 11:00 a.m.

Please note that no new applications will be taken for Tourism Project Grants or Tourism Marketing and Advertising Grants this cycle.

Click [here](#) to update your **Agency Intake** form.

Click [here](#) to complete **Application Forms**.

For detailed instruction on using Apricot (with screen shots), please click [here](#).

If you have any questions, please contact Tom Knipe at (607)274-5560 or tknipe@tompkins-co.org

Please use Google Chrome, Firefox or Safari as your web browser. Internet Explorer is not compatible with Apricot.

F2015 Legacy - Agency Annou... ▼

Legacy Foundation

1. To update your Agency Intake, click the link in the bulletin or “Agency Intake” on the left hand side
2. To access current applications, click the link in the bulletin or click “Application Overview” on the left hand side
3. For questions, please email Tom Knipe at tknipe@tompkins-co.org or call (607) 274-5575.

Update Agency Intake Form

Before beginning your application, please review your Agency Intake form and make any needed updates.

The screenshot shows the 'my apricot help center' interface. On the left is a sidebar with a 'Search Records' section containing a list of application types: 'Agency Intake', 'Tompkins County Tourism Application', 'Tourism - Celebrations Application', 'Community Care Program Funding Application', 'Hunger & Food Security Program Funding Application', 'T. Merrell Shipherd Flexible Fund Program Funding Application', and 'Ithaca College Student'. The 'Agency Intake' item is circled in red. The main content area is titled 'Agency Intake' and features an 'Agency Intake Search' box with a dropdown menu set to '-- Add Search Field --' and a 'Browse All' link. Below the search box, a message states 'The following 1 Agency Intake records matched your search criteria (0.13 Seconds)'. A table displays the search results with columns for 'Agency/Organization Name', 'Website', and 'Address Lookup'. The first row shows 'Test Agency' (circled in red), 'http://sgfsdfgs', and '7 Oak St' with a home icon. On the right side of the interface, there are buttons for 'Search Actions' (with a 'Clear Search History' option), 'Favorite Lists' (with a '-- Select Favorite List --' dropdown), and 'Favorite Details'.

United Way of Tompkins County
Test Agency
All Groups
Expand All

my apricot help center

Search Records

- Agency Intake
- Tompkins County Tourism Application
- Tourism - Celebrations Application
- Community Care Program Funding Application
- Hunger & Food Security Program Funding Application
- T. Merrell Shipherd Flexible Fund Program Funding Application
- Ithaca College Student

Open/Close

Agency Intake

Agency Intake Search

-- Add Search Field -- Browse All

The following 1 Agency Intake records matched your search criteria (0.13 Seconds)

Agency/Organization Name	Website	Address Lookup
Test Agency	http://sgfsdfgs	7 Oak St 🏠

Search Actions
✕ Clear Search History

Favorite Lists
-- Select Favorite List --

Favorite Details

1. Click on your agency name to open Agency Intake document folder

2. In the Agency Intake Document Folder, click on “Edit Agency Intake” to edit the record

The screenshot shows the 'my apricot' help center interface. The top navigation bar includes the 'my apricot' logo and 'help center' text. On the right, it says 'United Way of Tompkins County', 'Test Agency', and 'All Groups' with a user profile icon. A left-hand navigation menu titled 'Search Records' lists various application types, with 'Agency Intake' selected. The main content area is titled 'Agency Intake Document Folder' and displays 'Test Agency' with a 'Quick View Information' dropdown. Below this is a table with the following data:

Agency/Organization Name	Test Agency
Website	http://sgfsdfgs
Address Lookup	7 Oak St 🏠

On the right side of the main content area, there is a 'Folder Actions' dropdown menu with two options: 'Edit Agency Intake' (which is circled in red) and 'Return to Search'.

3. Make any necessary changes
4. Click “Save Record” on the right-hand side (Note: Forms do NOT auto-save)
5. Click “View Folder” to return to the Document Folder. Or click “My Apricot” to return to the homepage

The screenshot shows the 'my apricot' help center interface with the 'Agency Intake' form open. The top navigation bar is the same as the previous screenshot. The left-hand navigation menu is titled 'Search Records' and lists various application types, with 'Tompkins County' circled in red. The main content area is titled 'Agency Intake' and displays 'Administrative Info' with a dropdown menu. Below this is a section titled 'Registering for: (hold Ctrl Key to select more than one)' with a list of options: 'Tompkins County Tourism Program', 'United Way of Tompkins County', and 'Legacy Foundation'. On the right side of the main content area, there is a 'Record Options' dropdown menu with three options: 'Save Record' (which is circled in red), 'Print Mode', and 'View Folder'. Below this is a 'Record Save Checklist' section with the text 'Required Field Checks' and a green checkmark.

Historical Application records can be accessed from the left-hand navigation menu

Start a Grant Application

The Application Overview page shows the grant funds that are currently open.

1. From the “My Apricot” page, click “Application Overview” or the link in the bulletin
2. Look under “Available” to see grants you can apply to
3. To apply, select the grant you would like to begin and click “Apply” to the right of the grant name

United Way of Tompkins County
Test Agency
All Groups

my apricot help center

Search Records

- Agency Intake
- Tompkins County Tourism Application
- Tourism – Celebrations Application
- Community Care Program Funding Application
- Hunger & Food Security Program Funding Application
- T. Merrell Shipherd

Application Overview

Current Profile Test Agency

Available

Name	Description	
Tompkins County Tourism Celebrations	Tompkins County Tourism Celebrations Grant	Apply

When you apply for a grant, you will be taken to the selected Application. Please note the Record Save Checklist:

Any fields that are required are listed under Required Field Checks – these fields must be completed to save the record

- They will display with a red “x” if they are not filled out.
- Any fields that must be completed in a particular way will appear under Field Validation checks with a red “x” beside them.

The screenshot shows the 'my apricot help center' interface. The top header includes the logo and 'United Way of Tompkins County Test Agency All Groups'. The left sidebar lists various applications, with 'Tourism - Celebrations Application' selected. The main content area displays 'Tourism - Celebrations Application' with buttons for 'Application Guidelines - Click to Open', 'Celebrations Application Check List - Click to Open', and 'Applicant Information'. The 'Applicant Information' section shows 'Grant: Tompkins County Tourism Celebrations (Application in Progress)' and 'Agency Intake'. The right sidebar contains 'Record Options' with a 'Save Record' button circled in red, and a 'Record Save Checklist' showing 'Required Field Checks' with a red 'x' and 'Field Validation Checks' with a green checkmark.

1. When all checks are satisfied, the Required Field and Field Validation headers will have green checkmarks
Note: Required Fields are used for administrative purposes, and do not indicate that the entire application has been completed.
2. Click “Save Record” (Note: Forms do NOT auto-save). You do not have to complete all fields to save the form, and can return to your application to continue working as often as you wish.

Return to a Grant Application

1. To return to an application you started, log in and go to the “Application Overview” page.
2. Any applications you began will now be under the “Application in Progress” category.

The screenshot shows the 'Application Overview' page. The header includes the 'my apricot help center' logo and the user 'Test Agency' with a profile icon. A sidebar on the left lists 'Search Records' and 'My Apricot Tools'. The main content area is divided into two sections: 'Available' and 'Application in Progress'. The 'Available' section contains a table with one row: 'Tompkins County Tourism Celebrations' with a description 'Tompkins County Tourism Celebrations Grant' and an 'Apply' button. The 'Application in Progress' section contains a table with one row: 'Tompkins County Tourism Application' with a phase end date, applicant organization 'Test Agency', and project title 'Test Application1'. An 'Access' button is circled in red in the bottom right of this table.

Name	Description	
Tompkins County Tourism Celebrations	Tompkins County Tourism Celebrations Grant	Apply

Grant Name	Phase End Date	Applicant Organization	Format for Project Title: [YEAR in which project will take place] [PROJECT NAME]	
Tompkins County Tourism Application		Test Agency	Test Application1	Access

3. Click on “Access” to continue your work.
4. From the Document Folder, click “Edit” on the right-hand side to enter the application form.

The screenshot shows the 'Tompkins County Tourism Application Document Folder' page. The header is the same as the previous screenshot. The sidebar on the left is also the same. The main content area shows the 'Test Agency' document folder. It includes a 'Quick View Information' section with fields for 'Applicant Organization' (Test Agency) and 'Format for Project Title: [...]' (Test Application1). On the right, there are two action panels: 'Folder Actions' and 'Grant Actions'. The 'Folder Actions' panel contains buttons for 'Edit Tompkins' (circled in red), 'Return to Search', and 'Application Overview'. The 'Grant Actions' panel contains a 'Submit Application' button and status indicators for 'Required Forms' and 'Required Fields', both marked with green checkmarks.

Applicant Organization	Format for Project Title: [...]
Test Agency	Test Application1

Folder Actions

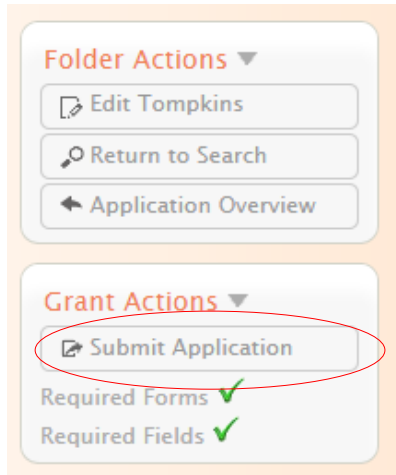
- Edit Tompkins
- Return to Search
- Application Overview

Grant Actions

- Submit Application
- Required Forms ✓
- Required Fields ✓

Submit a Grant Application

1. When your application is complete, go to the Document Folder and click “Submit Application” on the right-hand side of the screen. You will receive an email confirming your submission.
 - You can access the Document Folder from the application by clicking “View Folder” or from the Application Overview page by clicking “Access.”



2. If you missed any required fields, they will show as red X's in the Grant Actions box.
 - If a required field is missing, click the red field name under “Required Fields” and you will be taken to the field that needs to be completed.
 - The field will have a blue box around it to highlight where the error is.
 - Save after completing the field.

Helpful Hints:

- You can access historical records on the left-hand side of the “My Apricot” page.
- You may return to the Application Overview page by clicking on “Application Overview” on the left-hand side.
- You may return to your homepage by clicking “My Apricot” on the top of the page.
- You may access the Document Folder from the application by clicking “View Folder.”
- Remember to save often. Forms do NOT auto-save.
- Apricot is recommended for use with Google Chrome or Firefox. Internet Explorer is not compatible.